

October

Due Date

Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Sep)	October 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for either Sep or Jul-Sep)	October 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Sep)	October 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Sep)	October 15th
<input type="checkbox"/>	Reconcile bank statements	
<input type="checkbox"/>	Reconcile credit card statements	
<input type="checkbox"/>	Verify employee timesheets	
<input type="checkbox"/>	Calculate Payroll and prepare checks/direct deposits	
<input type="checkbox"/>	Prepare for Monthly Board Meeting - Agenda, Minutes, Financials, Reports, etc.	

End of Quarter (October - December prior year) Activities

<input type="checkbox"/>	Prepare and submit Form 941-Employer's Quarterly Federal Tax Return (for Jul-Sep)	October 30th
<input type="checkbox"/>	Prepare and submit Form IL-941-State Withholding Tax Reconciliation (for Jul-Sep)	October 30th
<input type="checkbox"/>	Prepare and submit Form UI3/40 - Employer Contribution & Wage (State Unemployment for Jul-Sep)	October 30th
<input type="checkbox"/>	Prepare and Submit Operations Funding Quarterly Expenditure Report(s) to IDOA	7 business days following end of previous quarter

Other items with due dates this month

<input type="checkbox"/>	Health Insurance payment (whether paying monthly or quarterly)	October 15th
<input type="checkbox"/>	Quarterly Life, Short-term disability, Long-term disability Insurance payments	October 15th

Activities that normally (or could) occur this month

<input type="checkbox"/>	Fall fish sale	
<input type="checkbox"/>	Board reviews and signs Internal Controls Checklist	
<input type="checkbox"/>	Registration for employee Winter Training	
<input type="checkbox"/>	Discuss NACD dues with Board	
<input type="checkbox"/>	Discuss AISWCD dues with Board (when receive dues notice)	
<input type="checkbox"/>	Prepare and submit PFC-10 (for fiscal years you still have a remaining balance) to IDOA Reg Rep	

Consider working on these items this month

<input type="checkbox"/>	Finish preparing IDOA Financial Management Package (FMP)	
<input type="checkbox"/>	Finish preparing Comptroller's Annual Financial Report (AFR)	
<input type="checkbox"/>	Setting date for Director Election (and Annual Meeting) and submitting Notice to newspapers	
<input type="checkbox"/>	Preparing Agricultural Areas Activity Report	
<input type="checkbox"/>	Discussing next year's Envirothon with Land Use Council districts	
<input type="checkbox"/>	I&E and/or Survey/Design PFC projects to be completed this fall or next spring	
<input type="checkbox"/>	Contacting PFC participants to remind them of projects that need completed this calendar year	
<input type="checkbox"/>	CRP - S&F field visits, status reviews, I&E, survey/design, planning CREP - Monitoring	
<input type="checkbox"/>	Check AgLearn for trainings	